

# University Apartments Check-Out Guide

Questions? Contact Centre Lodge

535-2320

- All vehicles entering the core area require a Core Permit from the Centre Lodge.
- Vehicles without a Core Permit are subject to ticketing/towing.
- Vehicles are limited to 1/2 hour in the core area.

## Contents:

Overview & Billing Process	1
Cleaning Charges	2
Damages	2
Improper Check-Out	2
Room Cleaning & Maintenance	3
Cleaning Procedures	3
Summary of Charges	4

## Planning and Preparation

This guide provides the procedures and expectations for preparing your student apartment for end of semester check-out.

It is strongly recommended that all roommates review the guide and discuss the distribution of responsibilities. Our goal is to have the University Apartments as clean as possible when students leave so that damage and cleaning fees can remain at a minimum.

At the time of the final health and safety inspection, apartment residents are informed of the check-out procedure they must follow:

**Residents that received a Golden Ticket for Express Checkout** can simply turn in

their apartment key and sign their check-out form at the Centre Lodge when they are ready to depart. **Golden ticket recipients are still required to follow all closing cleaning expectations.**

**Residents required to sign up for a check-out time** should have each resident visit the Centre Lodge to sign up for a check-out time with a CA. The CA will meet residents at their apartment for one final inspection before departure. **Roommates leaving at the same time are encouraged to sign up together to save time.**

Residents uncertain of which option they must follow should confirm with the Centre Lodge in advance and/or check their PSU email.

**Failure to check-out will result in a minimum \$25 improper check-out fee. Additionally, there is a \$25 charge if an apartment key is not returned.**

**All residents not graduating are required to check-out no later than 7pm on Friday, May 16.**

*Graduating seniors are permitted to check-out on Saturday, May 17 following the ceremony (no later than 7pm).*

## Billing Process

A detailed inventory of your apartment will be completed within the two weeks of summer. Any charges for damages, lack of cleaning, or removing items left behind will be billed to your account.

You will be notified of charges billed by Residential Life via your PSU email account.

Charges for damages and cleaning are divided equally among all residents of the

apartment unless individuals take responsibility in writing at the time of check-out. There is space on the check-out form for residents to provide this information.



## Cleaning Charges

Residents are financially responsible for cleaning charges, moving charges, and loss of or damage to University property resulting from negligence or intentional acts. In addition to holds being placed on transcripts and student accounts, other measures may be taken by the University to ensure collection. All apartments should be left in move-in condition at the time of check-out.



All residents not  
graduating must be  
checked out of the  
University  
Apartments by 7PM  
Friday, May 16, 2013

## Damages

Residents are not charged for damage resulting from normal wear and tear. Damage charges are assessed for repair or replacement cost when damage is the result of abuse, vandalism, or negligence. Labor charges are also included in all costs. All charges have been determined in consultation with Residential Life, Physical Plant, and outside vendors.

*Any repairs/maintenance work that has been made to the Apartment other than Physical Plant and/or outside vendors may result in additional charges during the assessment of the Apartment.*

Charges are divided equally among all residents unless individuals take responsibility for the damage. Written confirmation of responsibility must be provided to the Centre Lodge in advance or at the time of check-out. There is space on the check-out form for students to provide this information.

## Improper Check-Out

Residents who fail to check-out with the University Apartments staff will automatically incur a \$25 improper check-out charge. This charge is in addition to any cleaning or damage charges that may be assessed after apartment inventories are completed by University Apartments staff.

Residents who fail to check-out by the designated time may be subject to improper check-out charges.





# Room Cleaning & Maintenance

## Kitchen:

- Floor swept, scrubbed, mopped.
- Floor baseboards wiped clean.
- Cabinets and drawers emptied and wiped of dust and crumbs. Remember to clean the tops and exteriors too.
- Counter and sink cleared and cleaned.
- Refrigerator emptied and cleaned inside and out (leave plugged in!).
- Walls washed down
- Oven cleaned inside and out– Including burner pans. \*remember to lift the burner section of the stove to clean below. Shut off circuit breakers before cleaning the range unit. **When cleaning oven, be careful not to bend the oven thermostat– the long metal rod attached to the side or back oven wall.**



## Outside storage & outside apartment:

- All items removed; left behind items will result in a removal fee.
- Cigarette filters and small trash items picked up.

## Bathroom:

- Floor swept, scrubbed, and mopped. Baseboards cleaned.
- Bathtub, sink, and toilet scrubbed. All soap scum and water staining must be removed to avoid cleaning charges. Bath fixtures polished.
- Cabinets emptied and wiped clean.
- Towel racks and shower rods cleaned; shower curtain and hooks removed.
- Walls washed down.

## Living room and dining area:

- Floors swept/mopped, carpets vacuumed (shampooed if needed)- including under furniture.
- Walls, baseboards, and woodwork washed down.

- Windows and window sills cleaned.
- Tables and chairs cleaned and wiped down.

## Bedrooms:

- Floors swept/mopped, carpets vacuumed (shampooed if needed)- including under furniture.
- Walls, baseboards, and woodwork cleaned.
- Furniture cleaned out and surfaces wiped down.
- Closet shelving and flooring cleaned.
- Furniture assembled and in original location (moving charges assessed if not completed. This included un-bunking all beds).

## Hallway:

- Floors swept/mopped, vacuumed (shampooed if needed).
- Walls, baseboards, and woodwork cleaned.
- Shelves cleaned.

## Cleaning Procedures

### Cabinets, drawers, shelves:

- Empty items, remove decals and tape, remove lint, dust, crumbs, grease, etc.
- Wipe down interiors and exteriors.

### Bathtub:

- Remove all soap scum and hard water stains.

### Carpets:

- Vacuum each carpeted area; clean under furniture.
- Stained carpet should be shampooed prior to departure; rental machines are available locally.
- Place cardboard under furniture to prevent rust stains on damp carpet.

### Doors:

- Remove tacks, hangers, decals.
- Wipe clean– do not use abrasives on painted surfaces.
- Closet doors must be on tracks.

### Floors:

- Sweep thoroughly.
- Remove dust and grime from corners.
- Remove scuffs and food spills.

### Stickers/Decals:

- Remove carefully and thoroughly

### Cleaning Charges:

**Residents will be billed \$25.00 for each item listed:**

#### Bathroom: (billed to all apt. residents)

- Dirty bathtub
- Dirty vanity/counters
- Dirty floor
- Dirty toilet
- Trash/personal items not removed

#### Kitchen: (billed to all apt. residents)

- Dirty oven/stove top
- Burner pans requiring replacement
- Dirty refrigerator
- Dirty floor
- Dirty countertops
- Dirty cabinets
- Trash/personal items not removed

#### Common areas: (billed to all residents)

- Carpet not vacuumed
- Floors not swept/mopped
- Furniture not cleaned & dusted
- Trash/personal items not removed

#### Bedrooms: (billed to residents of that bedroom)

- Carpet not vacuumed
- Furniture not cleaned & dusted
- Furniture not in proper room and put together
- Trash/personal items not removed

### Painting Charges:

- Small wall (0-5ft): \$15.00 min.
- Med. wall (5-10ft): \$30.00 min.
- Large wall (10+ft): \$40.00 min.

### Wall Repair Charges:

- Flat charge of \$25/per room, plus:
- 6"x6" hole: \$40.00 min.
- 12"x12" hole: \$55.00 min.
- 18"x18" hole: \$65.00 min.
- 24"x24" hole: \$75.00 min.
- 24"x36" hole: \$100.00 min.
- larger than 24"x36" \$125.00 min.

### Flooring Replacement:

Minimum of \$25.00 per square yard

\*\*This charge applies to damaged or badly stained carpet and/or heavily scratched or gouged laminate or tile surfaces.

### Screen / shade Replacement:

(charges will apply for torn , bent, or missing screens)

- Window shades (minimum): \$15.00
- Re-screen window screen: \$25.00
- Replace window screen: \$55.00

### Furniture:

#### Replacement cost for damaged furniture

Couch/chair cushions per set

- of 2 cushions: \$ 80.00
- Lampshade: \$ 18.60
- Floor lamp: \$ 58.00
- Table lamp: \$ 44.40
- Bookcase: \$154.00
- Coffee table: \$115.00
- Desk chair: \$119.00
- Dining chair: \$119.00
- End tables: \$110.00
- Lounge chair: \$313.00
- Couch: \$511.00
- Dining tables: \$245.00
- Bed frames: \$263.00
- Mattresses: \$119.00
- Bureaus: \$326.00
- Desks: \$355.00
- Kitchen cabinet door: \$ 85.00
- Cleaning upholstered chair: \$ 25.00

### Miscellaneous:

- Re-hang closet door \$ 10.00 each
- Removal of any sticker: \$ 10.00 each
- Trash left outside of apt. or in storage closet \$25.00 min. per bag
- Cigarette filters outside of apt. \$25.00

\*\*The estimates on this page are meant to be used as a guideline in evaluation of charges. All items and costs listed above are subject to change based on severity of problem/ damage and/or fluctuation of replacement cost.